

THE PRIORITY FILTER

A STRATEGIC TOOL BY UTHRIVEBYAMEO COACHING PRACTICE

The Goal: To move from "busy" to "intentional" by running every task, project, and request through a filter of Focus and Purpose.

Step 1: The Brain Dump

List everything currently competing for your attention (Projects, meetings, personal goals, "should-dos").

- _____
- _____
- _____

Step 2: The Filter Test

The Question	Item A	Item B	Item C
Impact: Does this move the needle on my 2026 vision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alignment: Does this resonate with my core purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity: Do I have the actual time/energy to do this well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy: Will I care that I did this 12 months from now?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3: The Power of Three

Based on the filter above, lock in your 2026 Non-Negotiables:

1. _____
2. _____
3. _____

Step 4: Protect Your Focus

To keep these priorities alive, what is one thing you will stop doing immediately?

"The essence of strategy is choosing what not to do." – Michael Porter

I am letting go of: _____